

Registering student theses

Registering in five steps:

1. **Log in** with your JU account via the link [Register thesis in DiVA](#) and start at: **Add publication / Upload files**.

2. Select **Student thesis** from the drop down menu under 'Select publication type'.

Proceed to next page by clicking on **Continue** at the bottom or top of the page.

3. **Fill in all the information (meta data) about the publication as explained below.**

Please note that it is only the fields marked with an asterisk () that are mandatory!*

Author: All authors who have been involved in writing the thesis must be registered in the order they appear in the publication. State the name of the school where the thesis was written from the drop down menu. You may also state your e-mail address, but you can skip 'Year of birth', 'Local User Id', and 'Research group'. Click on the button **Another author** for each new author.

Cooperation: If you have cooperated with a company or other organization, choose **Yes** below 'External cooperation' and enter the name of the company or organization. Click on the button 'Add partner' if you have had several cooperations. If you haven't had any cooperation, choose **No**.

Title: Enter the title of the thesis, and any subtitle as well, and the language the thesis was written in.

Alternative title: If you have a title in a different language, write it here in the same way as for 'Title' above. This is not a mandatory field.

Degree: Choose the **Level** of the thesis and the **University credits**. You may also choose school subject of the course in **Subject/course**. **Subject/course** is not a mandatory field.

Content category: Not applicable.

Sustainable development: If your thesis is about or contribute to 'sustainable development', choose this in the dropdown menu.

Other information: Enter **Year** and **Number of pages**.

Series: Not applicable.

Other series: Not applicable.

Identifiers: Not applicable.

National subject category: Choose subject category by entering the first letters of the subject and then click on the appropriate subject that appears below the field. You may choose several subjects. You can also get any suggestions for subject category by clicking the **Suggestion for national subject category** button.

Part of project: Not applicable.

Part of other project: Not applicable.

Keywords: Enter your own keywords that describe the content of the thesis. Keep each keyword separated with a comma. Also choose the **Language** of the keywords. If you also have keywords in another language, click on the button **Keywords in another language** and enter the keywords in the same way as above.

Abstract: Enter or paste an abstract of the publication. If you paste an abstract from Word, you can clear all formatting by using the yellow brush icon ('cleanup messy code'). If you also have an abstract in another language, click on the button **Another abstract** and enter or paste it in the same way as above.

Supervisor: State your supervisor if you want. Not mandatory.

Examiner: State your examiner if you want. Not mandatory.

Presentation: Not applicable.

Note: Not applicable.

Proceed to next page by clicking on **Continue** at the bottom or top of the page.

4. Add the thesis as a pdf file (Upload file):

- Under **When should the file be made freely available?** choose **Make freely available now (open access)**. If you don't want the full text of your thesis should be available to the public in DiVA, choose **Only for archiving**.
- Click on the button Choose File and upload your thesis in PDF format from your computer.
- Proceed to next page by clicking on **Continue** at the bottom or top of the page.

5. **Check all the information you have entered** and finish the registration by clicking on **Submit** at the bottom or top of the page.

Do not forget to sign the 'Final administration for thesis' and hand it in at your school. The form can also be filled in and signed digitally and sent via e-mail to the examiner. Digital signing is done using [eduSign](#). The thesis will be published on the Internet after having been verified by a study administrator.